

ADMINISTRATIVE - INTERNAL USE ONLY

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17 JUL 1979

MEMORANDUM FOR: Deputy Director for Administration
Deputy Director for National Foreign Assessment
Deputy Director for Operations
Deputy Director for Science and Technology

FROM : Frank C. Carlucci
Deputy Director of Central Intelligence

SUBJECT : Experimental Flexible and Compressed Work
Schedules

1. Flexible and compressed work schedules have been previously authorized within the Agency on a very limited experimental basis. I have now authorized the expansion of the experimental programs of flexible and compressed work schedules on an Agency-wide basis, similar to but separate from the program administered by the Office of Personnel Management. The policy and guidelines for implementing this program throughout the Agency are contained in the attached Headquarters Notice which is forwarded herewith for your information prior to publication.

2. The use of flexible and compressed work schedule experimental programs within the Agency and in the public and private sectors indicates that such programs offer potential benefits in many work environments. I encourage you to conduct experiments with flexible and compressed work schedules where the application is expected to benefit both the Agency and its employees.

STATINTL

Frank C. Carlucci

Attachment -

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ATT

cc: AO/DCI

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